



Circular Details

Job Title : Admin Officer

Designation : HR Assistant

Experience : More than 01 Year

Age : 20 to 30

Salary Range : 30,000

Vacancy : 5

Posted Date : 26-09-2022

Last Date to Apply : 26-09-2022

Responsibilities

• Manage office supplies stock and place orders • Prepare regular reports on expenses and office budgets • Organize a filing system for important and confidential company documents • Answer queries by clients • Maintain a company calendar and schedule appointments • Book meeting rooms as required • Distribute and store correspondence (e.g. letters, emails, and packages) • Prepare reports and presentations with statistical data, as assigned • Arrange travel and accommodations • Schedule in-house and external events

Requirements and skills

• Proven work experience as an Administrative Officer, Administrator, or similar role • Solid knowledge of office procedures • Experience with office management software like MS Office (MS Excel and MS Word, specifically) • Strong organization skills with a problem-solving attitude • Excellent written and verbal communication skills • Attention to detail • High school diploma; additional qualifications in Office Administration are a plus